



## **Pooled Technology Requests for Reimbursement**

DAS-Finance handles all reimbursements for the Pooled Technology projects. In order to facilitate a timely reimbursement of your Pooled Technology funds, we have answered some questions you may have regarding that procedure.

### **1. How does the project agency submit a request for reimbursement?**

- a. Submit all reimbursement requests to John Hove via local mail.
- b. The request should be in the form a memo identifying:
  - i. The Pooled Tech project
  - ii. The amount of reimbursement
  - iii. The I/3 coding for your agency
  - iv. Period of time covered by request
- c. The request should be initiated from the project manager or the agency's business manager, financial manager or department head.

### **2. Who should maintain supporting documentation for the amounts spent on the Pooled Technology project?**

The agency responsible for managing the Pooled Technology project must retain the proper support to document the expenditure of the Pooled Technology funds. DAS-Finance will refer the Auditor of State to your agency should they have any questions about the costs associated with your project. DAS-ITE's Pooled Technology coordinator may ask to review the supporting financial information and evaluate it against the original request.

### **3. How will DAS-Finance handle your request?**

DAS-Finance will ensure that the funding request has been properly approved and appropriated. We will ensure that total reimbursement doesn't exceed the approved amount of the project. We will process the reimbursement within 5 working days of receipt.

If you have questions about this procedure, please contact John Hove at 242-5223 or [john.hove@iowa.gov](mailto:john.hove@iowa.gov). Thank you.